DMHRSi Data Check Database

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BRIEFING OUTLINE

PURPOSE: To demonstrate the new DMHRSi Data Check Database

1. Introduction to the Database Features
2. DMHRSi Reports/Processes and How They Are Used
3. Conclusion

INTRODUCTION TO DATABASE FEATURES

- The DMHRSi Data Check Database is an Access Database, with predefined queries/macros, that uses reports/processes in DMHRSi and Discoverer Viewer to:
  - Validate the accuracy of the Service Unique Occupation Code (SUOC) and Skill Type/Suffix combinations, as well as identifying NULL values prior to import into EAS.
  - Validate specific MEPRS business rules prior to import into EAS.

DMHRSi EAS ASSIGNED PERSONNEL REPORT

- EAS Assigned Personnel Report
  - ➢This report will show only individuals that are assigned/attached to your command based on the Organization that is on the Assignment Screen in DMHRSi. Borrowed Labor will not show up on this report.
  - ➢A record for each individual's person record(s) and assignment record(s) will appear on the report. If an individual has a change in their person record or assignment record during the month, their name will appear multiple times on the report.
  - ➢Each of the data elements listed on this report are used in the creation of the EAS output file to determine the Assigned FTE.
  - ➢Personnel will appear on this report whether they submit a timecard or not.
  - ➢The data base validates the accuracy of the occupation code and skill type/suffix, as well as identifying NULL values.

DMHRSi EAS SUMMARY VIEW REPORT

- EAS Summary View Report
  - ➢This report will show all individuals that charged to the project/tasks for the reporting month (regardless if they are assigned to that command or not).
  - ➢A record for each individual and each of the tasks they charged time to during the reporting month will appear in this report.
  - ➢The data base will check each record for Available and Non-Available Hours without salary for officer, enlisted and civilian personnel.
  - ➢The data base will validate the accuracy of the occupation code and skill type/suffix, as well as identifying NULL values

DMHRSi EAS Interface File

- **EAS Interface file**
  - The data that is sent to EAS is summary data and may include time for multiple individuals.
  - If an error is found, use the EAS Summary View Report to find the individual that the record is for.
  - Validates the accuracy, and checks for blank values, on all data elements included in the EAS Interface File.

DMHRSi DOD BATCH AND TIMECARD STATUS REPORT

- **DOD Batch and Timecard Status Report Check**
  - This report will show which employees listed on the DOD Batch and Timecard Status Report submitted their own timecard and who did not. A check is made between the employee name and the name listed in the submitter field.

  - The database results bring back two reports, "Find Submitted by Name and Find Total Percentage Timecard" which can be exported to Excel. Reports will show the percentage of employees by Group APC (department code) that did not submitted their own timecard, as well as a list by Group APC and employee name.

CONCLUSION SLIDE

- Updates will be added to this initial release and automatically forwarded to the sites using it.
- AMPO highly recommends that each site request and use the database.
- Send an email to MEPRS Army Func Spt, your site's AMPO analyst and Greg Mitchell to request the database and the instructions.
- This is an easy to use user friendly database.

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